

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE:

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NEW POSITION

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EXISTING POSITION

<b>Part I -- Position Information</b>			
<b>1. Agency Name</b> Social and Rehabilitation Services		<b>9. Position Number</b> K0163117	
		<b>10. Budget Program Number</b> 23842	
<b>2. Employee Name</b> (leave blank if position vacant)		<b>11. Present Class Title</b> (if existing position) Human Services Assistant	
<b>3. Division</b> Northeast Regional Service Area		<b>12. Proposed Class Title</b>	
<b>4. Section</b> Integrated Service Delivery		<b>13. Allocation</b>	
<b>5. Unit</b> Children and Family Services		<b>14. Effective Date</b>	<b>14 b. FLSA Code</b>
<b>6. Location (Address where employee works)</b> City: Topeka County: Shawnee		<b>15. By</b> <b>Approved</b>	
<b>7. (Indicate Appropriate Time)</b> Full Time    Perm.                      Inter.                      % Part Time                      Temp.		<b>16. Audit</b> Date:                      By: Date:                      By:	
<b>8. Regular hours of work.</b> (indicate approx. time)		<b>17. Position Reviews</b> Date:                      By: Date:                      By:	
		<b>For Use BY Personnel Office ONLY</b>	

**Part II -Organizational Information**

**18(a). Briefly describe why this position exists. (What is the purpose, goal, or mission of this position.)**

This position exists to provide program support services for professional social work staff by assisting customers in acquiring community and agency services, gathering relevant investigative information, attending mandatory meetings, scheduling program appointments, gathering and verifying necessary program and customer information and assisting with investigative process.

**19(b) If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.**

**To have tasks within CFS completed which can be done by a non licensed professional.**

<b>19. Who is the supervisor of this position? (Who assigns work, gives direction, answers questions and is directly in charge.)</b>		
<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Rhonda Gales	Social Work Supervisor	K0073868
<b>Who evaluates the work of an incumbent in this position?</b>		
<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Same		

**20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.**

Independent judgment is required in determining methods used within policies and procedures in accomplishing mandated or assigned tasks. Work may be structured involving several steps to complete. Instructions are from manuals, Central Office memorandums, regional director communications, and oral or written directions from supervisor. Assignments are given with enough detail for adequate completion of task.

**d) Which statement best describes the results of error in action or decision of this employee?**

- ☐ Minimal property damage, minor injury, minor disruption of the flow of work.
- ☒ Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- ☐ Major program failure, major property loss, or serious injury or incapacitation.
- ☐ Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:) What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (describe the result or outcome expected); \*How is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position.

<u>Number</u>	<u>Percent</u>	<u>E or M</u>	
			Work is reviewed through conferences with unit Supervisor and reports for the basis of results achieved
1.	60	E	<p><b><u>Program Support:</u></b></p> <p>Provides program support for CFS unit by assisting Supervisor/Professional staff in the coordination of services in order to facilitate the achievement of individual case plans and fulfill agency requirements. Provides support services, makes telephone collateral contacts to obtain timely program related information, assists with monitoring children while they are in the office and completes various case management activities in conjunction with maintaining integrity of customer information to ensure that agency goals are met.</p> <p>Check referral list daily for new referrals and await assignment from Supervisor and Professional staff. Process and provide relevant information regarding all referrals by accessing mainframe systems such as KASCES, FACTS, and CSE. Gathers and disseminates pertinent information for staff. Assists with sending out interview letters for staff. As directed by Supervisor/ Professional staff will assist with monthly visits of families via family service cases, ICPC cases and any other relevant oversight/visits of cases needed. Gathers necessary investigative information pertaining to the CPS investigation.</p> <p>Prepares foster care and family preservation referrals when needed. Processes necessary paperwork for referrals and open medical cards pertaining to the foster care/family preservation referral. Completes Client Service Agreements to assist with payment of necessary services for a family. Maintains data bases and spreadsheets as directed by Supervisor for tracking/trending of relevant case specific information and overall unit program evaluation. Assists with the gathering of information to complete a relative or kin placement such as CANNIS checks. Completes walk thru of house regarding potential placements for relative/kin. Will attend any Team 24/48 hour meetings/ family meetings as directed by Supervisor/Professional staff.</p>
2.	10	E	<p><b><u>Customer Service:</u></b></p> <p>Provides a high level of customer service to customers to assist in the provision of efficient and effective agency services to meet the needs of various customer groups. Tasks may include, but are not limited to, assisting customers connect to language line and utilizing special communication equipment (TDD), obtain reasonable accommodations where appropriate, and acquire the necessary services they need (No Wrong Number). These tasks require that the employee maintain an excellent knowledge of program processes and community resources and assist customers even if it means working beyond regularly scheduled work hours.</p> <p>Facilitates communication between customers and professional staff by identifying purpose of phone and in-person contacts, making appropriate referrals to agency staff and/or community resources, and taking detailed telephone messages in order to ensure effective and timely communication.</p>
4.	25	E	<p><b><u>Administrative Support:</u></b></p> <p>Provides administrative and clerical support to the unit in order to relieve Supervisor and Professional staff of administrative details. Prepares file folders for new cases, organizes, files and maintains case files, and assists in pulling closed files from file room. Collects, prepares, and sends cases when required for audit purposes or transfer of files to another County/Regional office. Sends and retrieves faxes for staff. May assist staff by composing letters. Receives, date stamps, sorts, and distributes incoming mail to CFS unit. Receives and prepares outgoing mail to meet mail schedule and may apply postage using an electronic postage meter.</p>

5. 5 E

**Teamwork and Communication:**

Serves as a supportive member of the Service Delivery team and exhibits characteristics of a team player by contributing in any way possible to the effective and efficient operation of the work unit. Communicates in a manner that is respectful and beneficial to the team both informally through day-to-day interaction and formally, through regular team meetings. Offers assistance to other team members whenever necessary and may serve on study groups or quality improvement teams in order to enhance processes, procedures and outcomes for consumers. Remains open to organizational change and assists others in overcoming their resistiveness to such change.

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\*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

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**22. List the consequences of not performing the essential functions of this position as identified in Section 21.**

Failure to complete work as assigned could greatly disrupt work flow for other staff within the unit and also adversely affect the overall welfare and well being of both internal and external customers. The issuance of customer benefits may be delayed resulting in hardship for the customer.

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**22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.**

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Lead worker assigns, trains, schedules, oversees, or reviews work of others.

Plans, staffs, evaluates, and directs the work of employees of a work unit.

Delegates authority to carry out work of a unit to subordinate supervisors or managers.

**b. List the names, class titles, and position numbers of all persons who are directly supervised by employee on this position.**

Title

Position/KIPPS Number

None

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**24. For what purpose, with whom and how frequently are contacts made with the public, other employees, or officials?**

Position involves daily contact by telephone or in person with both internal and external customers. Explains agency programs, application process, and agency/customer responsibilities to customers and other interested persons. Works directly with customers in assessing their needs even though the discussion may be sensitive in nature and the customer uncooperative or skeptical.

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**25. What hazards, risks or discomforts exist on the job or in the work environment?**

Employee may encounter hostile or upset individuals who may on occasion threaten or inflict physical harm. Prolonged daily use of a computer may cause some physical discomfort and eye strain. A high level of stress may exist in performing duties due to the need to meet deadlines and program or resource limitations that may increase work load.

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**26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.**

Computer, calculator, typewriter, telephone system, copy machine, fax are used on a daily basis. On occasion, individual may have to operate a state car or a TDD.

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**Part III --Education, Experience and Physical Requirements Information**

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**27. Minimum Qualification as Stated in Kansas Class Specifications**

High school education or equivalent

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**28. SPECIAL REQUIREMENTS**

- A. State any additional qualifications for this position that are necessary to perform the essential functions of the position. (License, registration or certification).
- B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services
- C. List preferred education or experience that may be used to screen applicants.

Experience in providing support services to children and families  
Clerical work experience

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**29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).**

The work requires light physical exertion. The employee works at a desk, requires the use of a personal computer, telephone, and frequently interacts with individuals for the purpose of providing information. The employee may be required to perform handling activities with light weight or easily moved items such as files and boxes of office supplies and copier paper. Bending and stooping are required to retrieve or file case files from file cabinets or shelving units.

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**30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others**

All employees are instructed to use standard safety devices available for machinery and equipment. All employees are instructed to follow industrial, safety and health guidelines, e.g., using proper lifting techniques, using dollies and/or other devices to distribute equipment, computer breaks to rest eyes and stretch, wrist rests for computer keyboards, seatbelts for automobiles, etc. Employees are instructed to maintain environmental awareness during field work to avoid or otherwise prevent or minimize unsafe situations and unsafe personal contact. Employees are cautioned to execute strict key/code control for agency facilities and lock all doors after normal duty hours.

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**PART IV - Signatures**

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Signature of Employee

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Signature of Personnel Official

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Signature of Supervisor

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Signature of Agency Head or  
Appointing Authority

